

Quick Reference Tip Sheet

Updated: 05/01/2017

General Information

Task	Process Information			
How to Find the Buyer Assigned to your Requisition (after the PO has been issued by DPCGA)	 When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when: The requisition is fully approved and A contract and/or purchase order is created by Purchasing (DPCGA). If the requisition is never approved, or is cancelled, a buyer is not assigned. 			

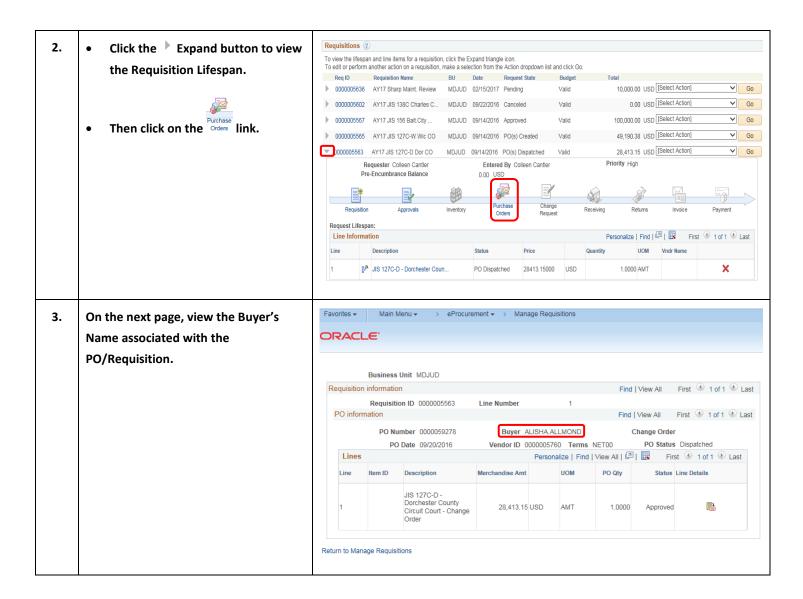
GEARS Navigation

Main Menu > eProcurement > Manage Requisitions	Favorites ▼	Main Menu ▼	>	eProcurement ▼	>	Manage Requisitions

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS					
1.	Enter desired search criteria such as: Business Unit MDJUD Requisition ID Request Status PO(s) Created, PO(s) Dispatched, PO(s) Canceled, Received Date From/To Requester Then click the Search button.	Manage Requisitions Search Requisitions					





End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.